

**Municipality/Organization:** Town of Milford

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**EPA NPDES Permit Number:** NHR041019

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**MaDEP Transmittal Number:** W-

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**Annual Report Number**

**& Reporting Period:**

**No. 3: March 2006-March 2007**

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## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

**Contact Person:** William F. Ruoff

**Title:** Director of Public Works

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**Telephone #:** (603) 673-1662

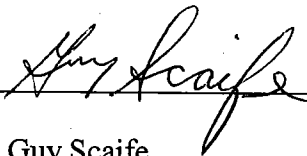
**Email:**

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#### **Certification:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Signature:**



**Printed Name:** Guy Scaife

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**Title:** Town Administrator

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**Date:** April 30, 2007

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## **Part II. Self-Assessment**

During the reporting period from April 2006 to March 2007, Milford continued to work towards the objectives of the program. The Stormwater Team continued to meet on a regular basis. The topics of the meetings were documented and copies of minutes are located at the Public Works Facility.

The Milford Water Utilities Group continued to assist the Local Rivers Advisory Group with regular surface water sampling efforts.

The Milford Public Works Department continued the storm drain stenciling program, placing the “DUMP NO WASTE DRAINS TO RIVER” stencils, replacing faded storm drain stencils, and expanding the coverage area to include all structures which drain to a surface water.

The Town of Milford also had regular representation and participation with the Southern New Hampshire Stormwater Coalition comprised of a small group of New Hampshire MS4 Communities.

The Milford Stormwater program gained new energy during this reporting period. The Town Planner pushed several stormwater related items forward, including adoption of the Stormwater Regulations. The Regulations will become effective in June. In order to assure that the stormwater efforts continue per the vision, Milford is utilizing assistance from the consultant community in several areas, including inspection of construction development projects, mapping of the storm sewer system, and for assistance with facilitation of progress towards completion of the goals outlined as part of the initial Stormwater Management Plan’s BMP’s.

### Part III. Summary of Minimum Control Measures

#### 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	Document/Continue Existing Programs	DPW/William Ruoff	Review existing public education programs/prepare written documentation about existing programs	Milford had representation at the Local Rivers Advisory Group (as planned).	Complete compilation of the notebook containing outlined programs.
Revised					
2	Coordinate Public Educators	Stormwater Management Team	Organize town employees, educators, etc. to develop materials for distribution regarding stormwater	School contact was made and on-line documents were evaluated for appropriateness/effectiveness for distribution. The Nashua Regional Planning Commission gave a training-style presentation to the Planning Board on January 23, 2007.	Continue distribution of stormwater educational materials/information.
Revised					
3	Coordinate Information and Program Distribution within the School Network	Stormwater Management Team	Contact 90% of schools within the Town	A special 4 <sup>th</sup> grade school program was held on January 12, 2007 as a joint collaboration with the Milford Community Development Department, NHDES, and NHDOT, utilizing a stormwater table developed as part of an educational tool to promote awareness of non-point pollutant sources.	Continue to schedule at least one visit to discuss stormwater with each age group identified.
Revised	<i>School Outreach is likely to consist of special programs. Due to NH State curriculum requirements, at this time, stormwater is unlikely to become part of a formal curriculum.</i>				

#### 1a. Additions

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## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4	Create Task Committee	DPW/William Ruoff	Establish team/ document meeting minutes	Stormwater Team meetings have continued; documented by minutes.	Stormwater Team meetings will continue. Minutes will continue to be documented.
Revised	<i>(Revised to Stormwater Team Year 1)</i>				
5	Conduct Public Meeting/Acquire Public Input	DPW/William Ruoff	Public Meeting to be held	A Public Meeting was held as part of the adoption of the Stormwater Regulations. Also, public input is being sought related to proposed changes to Subdivision and Site Plan Regulations.	Public input will continue to be sought related to the proposed changes to the Subdivision and Site Plan Regulations.
Revised					
6	Establish Stormwater Information Display at Major Town Events	Stormwater Team	Stormwater information display at Town event	A bulletin board was created for display at major Town events. The bulletin board was displayed at several events, including the Sewer Commissioner's Hearing on October 16, 2006, the Budget Public Hearing on January 15, 2007, the Deliberative Session on February 3, 2007, and on Voting Day on March 13, 2007.	A bulletin board or outreach displays will continue to be evaluated for display at major Town events such as the Deliberative Session in February and Voting Day in March.
Revised	<i>Displays will be provided at "appropriate Town events"</i>				
7	Storm Drain Stenciling/Community Clean-Up Day	DPW/William Ruoff	50% of storm drain stenciled/one clean-up day per year	100% of the storm drains outletting to a body of water were stenciled. Milford participated in the Regional Hazardous Waste Collection Day. Milford also sponsored a special Town-wide clean-up day during the last week in April. The local Boy Scout troop held their annual roadside clean up on October 12, 2006. Several other businesses routinely participate in localized roadside clean-ups. Also, every year during March and April DPW completes a roadside pickup task. In addition, two Souhegan River clean-up days were scheduled and held on April 30, 2006 and June 18, 2006.	Storm drain stenciling will continue. Community clean-up days will continue. Milford is hosting a Hazardous Waste Collection Day on May 5, 2007 in Milford. Souhegan River clean-up days for 2007 are currently scheduled for April 21, May 6, and June 18, 2007. Routine clean-ups occur Tuesday mornings June through October in the vicinity of the sampling locations during sampling events. Clean-ups also routinely occur in the vicinity of the bridge access at Routes 101/101A, the Boys and Girls Club, and in the vicinity of the Milford Drive-In Theater.
Revised					

**2a. Additions**


### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
8	Map Outfalls and Receiving Waters	DPW/William Ruoff	Produce a map showing outfalls and receiving waters	A first pass at picking up all of the apparent outfalls was completed by a consultant in the fall of 2006. This information was combined onto the Town's GIS mapping with data previously acquired by other parties.	The maps will be carefully reviewed to ensure that all pertinent outfall locations have been mapped.
Revised					
9	Evaluate Need for a Stormwater Ordinance	Stormwater Team	Prepare Storm Sewer (Storm Water) Ordinance for adoption	After the required Public Hearing Process, the Stormwater Regulations were adopted on April 9, 2007, with an effective date of June 4, 2007, utilizing the assistance of a consultant and legal counsel.	Once the document begins to be utilized, it will be evaluated for areas requiring modifications.
Revised					
10	Train Town Employees in Illicit Discharge Detection	DPW/William Ruoff	Complete training document/conduct illicit discharge detection training	A consultant presented a stormwater training program at the Wastewater Treatment Facility. The training primarily consisted of outside on-site examples of day-to-day operational simulations or examples of potential illicit discharges. Reported incidents have been documented by the illicit discharge reporting form and followed up by appropriate Town personnel.	Once the dry weather screening evaluations are scheduled, employees will be provided with the latest available documentation related to characteristics of an illicit discharge.
Revised	<i>(Modified in Year 1 to NOT utilize volunteers)</i>				
11	Dry Weather Screening of Outfalls	DPW/William Ruoff	Develop dry weather screening forms and document findings	Once again, due to an excessively wet year, surface water elevations have consistently been higher than "normal" and dry weather screening of outfalls was not successfully performed.	Conduct dry weather screening. Prioritize areas with historic issues. Identify outfalls requiring follow-up. (Previous Annual Report proposed extension of completion to 2006/2007; current proposal is to extend to 2007/2008.)
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
12	Develop System of Identifying Illicit Discharges/Initiate Program to Eliminate Them	DPW/William Ruoff	Develop plan for elimination of illicit discharges, begin program to eliminate, and eliminate identified illicit discharges	A consultant provided general stormwater training to one team of Town personnel. The training addressed all aspects of stormwater pollution prevention and identification of abnormal circumstances which may require supervisory follow-up.	Complete development of the illicit discharge detection program. Acquire appropriate tools for use by the team responsible for detection.
Revised	<i>Completion date revised proposed to be extended until December 2007.</i>				
13	Identify Magnitude of Effort to Coordinate Mapping Stormwater Discharge System	DPW/William Ruoff	Highlight areas of Town requiring outfall mapping effort. Once outfall areas have been identified, continue to identify “other areas” requiring mapping	Compilation of existing mapping has continued. Existing mapping data has been organized and compiled in one central location.	Mapping evaluations and compilations will continue. Evaluations are scheduled to be completed by 2008.
Revised					

### 3a. Additions


#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
14	Document Existing Programs and Expand Them As Required	Stormwater Team	Review of existing procedures and regulations	The Stormwater Regulations were adopted with the assistance of a consultant and legal counsel. The Site and Subdivision Regulations are under review. The Town's Master Plan is also under review.	Continue to incorporate appropriate information into Town documents. Continue preconstruction meetings and construction monitoring of development projects.
Revised					

#### 4a. Additions




## 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
15	Document and Enhance Procedures for the MS4 System	DPW/William Ruoff	Complete review of MS4 maintenance procedures	Ongoing review of MS4 maintenance procedures.	Continue refinement of the maintenance procedures.
Revised					
16	Incorporate Best Management Practices Into the Town Master Plan	William Ruoff/Applicable Town Departments	Update of Town Master Plan	Draft update to the Town's Master Plan is in process.	Finalize draft changes proposed to the Town's Master Plan.
Revised					

### 5a. Additions


## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
17	Document and Enhance Employee Training Procedures	DPW/William Ruoff	Complete review of training programs	Annual training events are considered annually. All highway personnel attend T <sup>2</sup> training at least one time per year. Senior transfer station employees attend NHDES training related to transfer station issues as offered. Concepts are brought back to “other” employees.	Document existing training programs; continue support of training events.
Revised					
18	Evaluate the Use of Pesticides, Sand, and Salt	DPW/William Ruoff	Complete review of existing procedures	Pesticide use within the community has been determined to be limited. Sand and salt evaluations are constantly under evaluation. Herbicides are only used in the sidewalk by a licensed application company. The Public Works winter maintenance manual gives application rates; amount used varies by storm; purchased salt allows for measurable quantities.	Evaluation of the pesticides, sand, and salt usage was completed. Usage will continue to be carefully monitored.
Revised					

### 6a. Former Additions

19	Catch Basin Cleaning	DPW/William Ruoff	Complete an annual catch basin cleaning event	Catch basin cleaning event was completed.	Clean catch basins per schedule.
20	Street Sweeping	DPW/William Ruoff	Complete a weekly spring/summer sweeping event	Street sweeping was performed per schedule. Also, street sweeping occurs after special events.	Continue street sweeping per schedule.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Not Applicable				
Revised					
Revised					
Revised					
Revised					

**7a. Additions**


**7b. WLA Assessment**

Not Applicable

**Part IV. Summary of Information Collected and Analyzed**

SAND AND SALT APPLICATION AMOUNTS		
Month	Salt (tons)	Sand (tons)
January 2007	138	303
February 2007	201	542
March 2007	208	347
Totals	547	1192

## Part V. Program Outputs & Accomplishments (OPTIONAL)

### Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	N/A

### Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	35%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household hazardous waste collection days		
▪ days sponsored	(#)	5
▪ community participation	(%)	N/A
▪ material collected	(tons or gal)	N/A
School curricula implemented (initiated)	(y/n)	Y

**Legal/Regulatory**  
(Status Under Review)

	In Place			
	Prior to Phase II	Under Review	Drafted	Adopted
Regulatory mechanism status (indicate with "X")				
▪ Illicit discharge detection & elimination				
▪ Erosion & sediment control				
▪ Post-development stormwater management				
Accompanying regulation status (indicate with "X")				
▪ Illicit discharge detection & elimination				
▪ Erosion & sediment control				
▪ Post-development stormwater management				

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)	90
<u>Estimated</u> or actual number of outfalls	(#)	100
System-wide mapping complete	(%)	Not Available (N/A)
Mapping method(s)		
▪ Paper/Mylar	(%)	N/A
▪ CADD	(%)	N/A
▪ GIS	(%)	N/A
Outfalls inspected/screened	(# or %)	N/A
Illicit discharges identified	(#)	N/A
Illicit connections removed	(# ) (est. gpd)	--
% of population on sewer	(%)	30
% of population on septic systems	(%)	70

### Construction

Number of construction starts (>1-acre)	(#)	Not Available
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	Not Available
Site inspections completed	(# or %)	Not Available
Tickets/stop work orders issued	(# or %)	Not Available
Fines collected	(# and \$)	Not Available
Complaints/concerns received from public	(#)	Not Available

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	N/A
Estimated volume of stormwater recharged	(gpy)	N/A

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1x/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1x/yr
Total number of structures cleaned	(#)	950
Storm drain cleaned	(LF or mi.)	Not calculated
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Not calculated
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Recycled
Cost of screenings disposal	(\$)	Not available

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1x/yr <sup>1</sup>
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1x/yr <sup>1</sup>
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Not available
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Recycled
Cost of sweepings disposal	(\$)	Not available
Vacuum street sweepers purchased/leased	(#)	Owned
Vacuum street sweepers specified in contracts	(y/n)	Not applicable

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	1x/yr minimal on athletic fields per need
▪ Herbicides	(lbs. or %)	None used by Town – minimal used by Town subcontractor on sidewalk
▪ Pesticides	(lbs. or %)	100%

Anti-/De-Icing products and ratios	% NaCl	Not tracked
	% CaCl <sub>2</sub>	Not tracked
	% MgCl <sub>2</sub>	Not tracked
	% CMA	Not used
	% Kac	Not used
	% KCl	Not used
	% Sand	Not tracked
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	N
Automatic or zero-velocity spreaders used (calibrated annually – checked regularly)	(y/n)	Y
Estimated net reduction in typical year salt application	(lbs. or %)	Not Available
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Not applicable

<sup>1</sup> Weekly follow-up of street sweeping in downtown area.